

## MEMORANDUM

TO: Intermediate School District Directors of Special Education

FROM: Jacquelyn J. Thompson, Ph.D., Director  
Office of Special Education and Early Intervention Services

DATE: September 17, 2002

SUBJECT: Validation of Section 53a Pupils for the September 2002  
Pupil Count Date

Section 53a of the State School Aid Act provides 100 percent reimbursement of the added cost for eligible pupils. Intermediate school districts (ISDs) are to coordinate the process of determining which pupils within their ISD and constituent local education agencies or districts are eligible.

Attached is the list of Section 53a pupils validated by the Department of Education for the February 2002 Count from your intermediate and constituent local districts.

The process for validating Section 53a pupils for the September 2002 Pupil Count is as follows:

- 1) Compare the attached 2001-02 February list of validated Section 53a pupils with your 2002-03 September Section 53a pupil enrollment as reported on the DS-4061, State Aid FTE Count – Worksheet A.
- 2) Make any deletions or corrections in red on the 2001-02 February list of pupils. If no deletions or corrections are necessary, please indicate so on the list and return the list to the Department.
- 3) For any new pupils **not** on the 2001-02 February list, complete the enclosed form and attach the following documentation:

**NOTE:** Pupils must be eligible for membership to be claimed as Section 53a on the September 2002 Pupil Count Date **and not in a program with a federally funded teacher under the Individuals with Disabilities Education Act (IDEA).**

- a) The name, age, and special education FTE for each pupil.
  - b) For court or state agency placed pupils, attach either court or state agency documents verifying the pupil was placed by the agency and the pupil lived in another ISD when coming under the jurisdiction of the court or state agency.
  - c) For pupils who were former residents of Department of Community Health (DCH) Institutions for the Developmentally Disabled placed in community settings, attach written verification from DCH/Community Mental Health (CMH) that the pupil was a resident of a DCH institution and the dates, both beginning and ending, that the pupil was institutionalized.
  - d) For parent placed pupils, attach the parents' address and school district of residence at the time of placement and a statement signed by the parent indicating the placement was made for the purpose of providing a suitable home.
  - e) For pupils residing in DCH institutions, attach copies of Worksheet A from the DS-4061 form.
- 4) Return the February 2001-02 list with or without changes, the necessary required documentation, and **COPIES OF YOUR DS-4061 A-WORKSHEETS** to the following address by November 15, 2002:

Jean Luttig  
Office of Special Education and  
Early Intervention Services  
Michigan Department of Education  
P.O. Box 30008  
Lansing, Michigan 48909

Also attached for your reference is the criteria for validating Section 53a pupils. If you have questions or need further information, please contact Ms. Jean Luttig at (517) 241-4517.

JT/JL/lvh  
Attachments

## **CRITERIA AND PROCEDURES FOR DETERMINING ELIGIBILITY AND COUNTING PUPILS FOR SECTION 53a FUNDING**

The following information is required to verify eligibility of special education pupils to be counted for Section 53a on the DS-4061. Verification must be sent to the intermediate school district (ISD) for each pupil whose name is listed on the A Worksheets. The ISD will check the information, keep it on file, and provide it to the Department of Education upon request.

### **1. Court or state agency placed pupils.**

A letter from the court or state agency is required. The letter must contain sufficient information to verify the pupil lived in another ISD at the time the pupil came under the jurisdiction of the court or state agency. This will require the address where the parents lived, when the pupil came under the jurisdiction of the court or state agency, and verification that the court or state agency placed the pupil at the present location.

Pupils placed by private agencies, such as Catholic Family Services or Lutheran Social Services, and pupils placed by Community Mental Health Boards **do not qualify** under this category unless there is evidence that they are wards of the state and placed by the agency on behalf of the court or state agency.

### **2. Pupils residing in institutions operated by the Department of Community Health.**

Provide verification to the ISD that the pupil was a resident of a Department of Community Health (DCH) Institution for the Developmentally Disabled. A list of these institutions is attached. Such verification would include written confirmation from the DCH or the Community Mental Health Board that the pupil was a resident of a DCH institution and the dates the pupil was institutionalized.

### **3. Pupils who are former residents of DCH Institutions for the Developmentally Disabled who are placed in community settings other than the pupil's home.**

Provide verification to the ISD that the pupil was a resident of a DCH Institution for the Developmentally Disabled. A list of these institutions is attached. Such verification would include written confirmation from the DCH or the Community Mental Health Board that the pupil was a resident of a DCH institution and the dates the pupil was institutionalized.

Pupils who only received diagnostic services, counseling, placement, or respite care **do not qualify** under this section.

### **4. Parent placed pupils.**

The term "parent" is defined in R340.1701a(h) as follows:

"Parent" means mother, father, or legally designated guardian of the handicapped person. "Parent" also means the affected handicapped person when the person reaches 18 years of age, if a legal guardian has not been appointed by appropriate court proceedings.

Parent placed pupils qualify for Section 53a if the placement was for the purpose of providing a suitable home and the parent resides in another ISD. Verification of such placement will include the pupil's birthdate, the parent's address and school district of residence, and the statement that the placement was for the purpose of providing a suitable home. This information must be signed by the parent.

The following pupils **do not qualify**:

- a) Pupils over the age of 18, unless there is documentation that the court has established a full legal guardian who is a resident of another ISD.
- b) Pupils placed for the purpose of seeking a suitable education (the pupil is only residing in the district during the school year, the parent says they placed the pupil for educational purposes, or a guardian has been assigned to oversee the pupil's education). This also includes pupils placed in a district for a day program who live in another district at night.
- c) Pupils placed for the purpose of adoption or pupils who have been adopted.

## **DEPARTMENT OF COMMUNITY HEALTH INSTITUTIONS FOR DEVELOPMENTALLY DISABLED**

Caro Regional Mental Health Center  
Caro, Michigan 48723

Coldwater Regional Center for Developmental Disabilities  
620 Marshall Road  
Coldwater, Michigan 49036

Hillcrest Regional Center for Developmental Disabilities (CLOSED)  
Howell, Michigan 48843

Joseph M. Snyder/Macomb-Oakland Regional Center  
16200 Nineteen Mile Road  
Mt. Clemens, Michigan 48044

Mt. Pleasant Regional Center for Developmental Disabilities  
1400 West Pickard  
Mt. Pleasant, Michigan 48858

Mt. Pleasant Regional Center/Alpine Unit  
P.O. Box 578  
Gaylord, Michigan 49735

Muskegon Regional Center for Developmental Disabilities  
1903 Marquette Avenue  
Muskegon, Michigan 49442

Newberry Regional Mental Health Center  
3001 South Newberry Avenue  
Newberry, Michigan 49868

Oakdale Regional Center for Developmental Disabilities  
2995 West Genesee  
Lapeer, Michigan 48446

Plymouth Center for Human Developmental (CLOSED)  
15480 Sheldon Road  
Northville, Michigan 48167

Southgate Regional Center for Developmental Disabilities  
16700 Pennsylvania Road  
Southgate, Michigan 48195

District Name \_\_\_\_\_

2002-03

New Section 53 Pupils  
as of the September 2002 Pupil Count Date

Name	Age	FTE	Attending District	Resident District	Placed By
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<b>CODE</b>	<b>PROGRAM ASSIGNMENT OF CLASSROOM TEACHERS</b>
110	Educable Mentally Imp.
120	Trainable Mentally Imp.
130	Severely Mentally Imp.
140	Emotionally Imp.
150	Learning Disabled
160	Hearing Imp.
170	Visually Imp.
180	Physically & Otherwise Hlth. Imp.
190	Severely Multiply Imp.
191	Preprimary Imp.
192	Severely Language Imp.
193	Autistic Imp.
194	Resource Room
270	Preprimary Home Program

Educating  
District Name \_\_\_\_\_

**DIRECTIONS:** This form must be returned to your Intermediate School District. Keep one copy for your records.

Additional copies may be reproduced.

**PURPOSE:**

This form identifies pupils eligible for 100% of Added Cost funding under Section 53 of the State School Aid Act. It will also be used to determine FULL TIME EQUIVALENCY (FTE) membership assigned to Basic Classroom Programs.

Name of Student	District of Residence	STUDENT FTE PER WEEK IN:														Total FTE (Columns 3-16)	AGE
		Sp. Ed. B.C. FTE	General Education By Grade Level														
			K	1	2	3	4	5	6	7	8	9	10	11	12		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
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<b>GRAND TOTAL HEAD COUNT</b> (Total Number of Students Listed)		<b>TOTALS</b>															
			Individual Totals for Columns (3) through (17)														